

**Commission on Disability Concerns
Mayor's Awards Committee
Meeting Minutes, February 7, 2008**

**3:30 p.m.
Tempe Public Library,
3500 So. Rural Road, Tempe AZ**

(MEMBERS) Present:

Paul Bennewitz, Janie Shelton, Irene Mochel, Larry Randall, Emma Bordner

Staff Present:

Karl Stephens, ADA Compliance Specialist

Guests present:

No guests present

1. Meeting called to order at 3:37 p.m. by Commissioner Paul Bennewitz
2. Review of the following Awards Event areas; assignments:
 - **Event Date** – Staff member Karl Stephens reported that the Mayor's Assistant, Lillian Woods, again confirmed that Mayor Hugh Hallman's schedule indicates his availability to participate in the Awards event scheduled for May 1, 2008 from 3:00 p.m. to 5:00 p.m., however, because of the City Council meeting that same evening, the Mayor needs to be sure to leave the event early enough to return to City Hall by 5:00 p.m.
 - **Speaker** – *Mr. Luis Ross of Phoenix has accepted the invitation to present as Keynote Speaker for the 2008 event on May 1. He asked to bring as many as 3 guests from his workplace. He will be encouraged to utilize a Power Point program for his presentation so that he may provide some personal photos from his early years, if possible. An e-mail was sent to Mr. Ross on February 12 asking that he provide a Bio. that includes information about his education, work experience, and personal interests and that he provide this information ASAP, to facilitate the marketing of this event.*
 - **Food and Facility** – *Tempe Center for the Arts (TCA) is confirmed for the date of May 1, 2008 from 2:00 p.m. to 6:00 p.m. to provide some set-up and clean time for the 3:00 p.m. to 5:00 p.m. event that will be held in the Lakeside Room. The catering contractor has confirmed the order for*

cookies and punch for 150 people. Staff will continue to work with TCA to discuss equipment, stage set-up and accessibility, etc.

- **Public Relations** – *The Tempe Community Council staff Emma Bordner will assume the role for sending out the press releases and for calling previous Diablos organization contact(s) regarding the Scholarship checks and Diablos participation at the Awards event. Emma Bordner will contact the Diablos to discuss details of the event and their participation on May 1. Karl Stephens will ask Brandy Naleski to put the event nomination information on the Diversity website. He will also contact Tempe Dial-A-Ride to see if they can provide information about current Tempe employers who hire significant numbers of people with disabilities.*
- **Plaques and Certificates** – *The Tempe Diablos will again provide Scholarships for the award winners, while the City of Tempe will provide the plaques and certificates.*
- **Registration and Printed Programs** – *Tempe Community Council will provide the registration forms and programs as in years past.*
- **Nominations** – *Commission members were notified during the January 15 meeting and will be reminded at the February 19, 2008 meeting to send nominations for all awards to the staff liaison by Close of Business March 28, 2008 for consideration on April 3, 2008 by the Awards Committee.*

Next meeting scheduled for March 6, 2008, at 3:30 p.m., same location.

Meeting adjourned at 4:30 p.m.

Prepared by: Karl Stephens

/s/ Karl W. Stephens
Staff Liaison, ADA Compliance Specialist